

PROJECTS



Projects

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Non-Payable Invoice Input Form (NP)

```

FUNCTION: ..... DOCID: NP .....
STATUS: ..... BATID: ... .. ORG: ....
H- ..... NON-PAYABLE INVOICE INPUT FORM

NP DATE: ... .. ACCTG PRD: ... .. BUDGET FY: ..
AGENCY: ... .. PROJ: ..... SUB-PROJ: .. PHASE: .
DOC TOTAL: ..... CALC DOC TOTAL:

ACT  S/O  INV NUMBER  INV DATE  PO/RQ NUMBER  REC FPC  REC FISC  FWD DATE
-----
FPC PROJ NUMBER          VENDOR NAME          AMOUNT          I/D
-----
COMMENTS
-----
01- .....
.....
.....
02- .....
.....
.....

```

Coding Instructions

COMMAND AREA

See Chapter 4, "Document Processing," in the *ISIS/AFS Online Features Guide* for an explanation of the command area fields.

NP DATE

Optional. The current date entered for this document type on Date (DATE).

ACCTG PRD

Optional. If blank, the accounting period defaults to the accounting period associated with the Non-Payable Invoice transaction date (on Calendar Date (CLDT)). If you want this transactions to be recorded in a different accounting period, enter the desired period using fiscal month and fiscal year.

BUDGET FY

Optional. If left blank, the budget fiscal year defaults to the budget fiscal year associated with the Non-Payable Invoice transaction date (on Calendar Date (CLDT)). If you want this transaction to be recorded in a different budget fiscal year, enter the desired fiscal year in YY format.

AGENCY

Required. Enter the agency for this Non-Payable Invoice (NP) document. The code used must be valid on Agency (AGC2).

PROJ

Required. Enter the Project Number for this Non-Payable Invoice Document. The Project Number must exist on Agency Project Inquiry (AGPR) for this agency and on other project related tables. Additionally, the STATUS associated with the project number must be an "N" for Non-Payable Project.

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SUB-PROJ	Required. Enter the sub-project number for this Non-Payable Invoice Document. This sub-project number must exist on Project Budget Line Inquiry (PRBL) and Sub Project Name (SPNT) for this agency.
PHASE	Required. Enter the phase code for this Non-Payable Invoice Document. The code used must be a valid code on Project Phase (PRPH). The phase code must exist on Project Budget Line Inquiry (PRBL) for this agency.
DOC TOTAL	<p>Required. Enter the unsigned net amount of all lines on the document. To compute this amount:</p> <ol style="list-style-type: none">1. Add together all the increase amounts (the lines with "I" or blank in the I/D field).2. Add together all the decrease amounts (the lines with "D" in the I/D field).3. Subtract the smaller of these amounts from the larger, and enter the difference in the field for DOC TOTAL.
CALC DOC TOTAL	Inferred. Do not code this field. It is the system-computed total of the line amounts.
ACT	Required. Action for the line entry. Valid entries are "A" (Add) and "C" (Change). The "A" action may be used to add new invoices and to add credit memos. When adding credit memos, the ACT field must be "A" and the I/D field must be "D". The "D" indicates the amount entered is to be processed as an invoice credit. The "C" action may be used to change most of the data fields previously entered, except for invoice number. When a change action is processed for the AMOUNT, an "I" or "D" must be entered in the I/D field.
S/O	Optional. Enter the sub-object code that best describes the item named on this line.
INV NUMBER	Required. Enter the invoice number for the Non-Payable Invoice Document line.
INV DATE	Required. Enter the date in MMDDYY format on which the invoice was created.
PO/RQ NUMBER	Optional. Enter the Purchase Order or Requisition document number referenced by the invoice.
REC FPC	Optional. Enter the date the invoice was received by the Office of Facility Planning and Control.

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REC FISC	Optional. Enter the date the invoice was received by the Office of Facility Planning and Control's Fiscal Office. If a date is entered, it must be entered in MMDDYY format.
FWD DATE	Optional. Enter the date the invoice was forwarded to the appropriate office for payment. If a date is entered, it must be entered in MMDDYY format.
FPC PROJ NUMBER	Optional. Enter the Office of Facility Planning and Control assigned project number to further identify a project (Non-Payable Invoice Line).
VENDOR NAME	Optional. Enter the name of the vendor submitting the invoice.
AMOUNT	Required. Enter the dollar amount of the item(s) described on this line. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the original amount.
I/D	Required if this Non-Payable Invoice line is a decrease. Code the following: "D" Decrease Otherwise optional. A blank will default to "I".
COMMENTS	Optional. Enter notes about the Non-Payable Invoice line.

Project Management Master Input Form (PJ)

```
FUNCTION: ..... DOCID: PJ .....
STATUS:          BATID: ... .. ORG: ....
H-              PROJECT MANAGEMENT MASTER INPUT FORM
ACTION: . PJ DATE:          AGENCY: ... PROJ: .....
PROJECT STATUS: .          PROJ MANAGER: .....
START DATE: . . . . . END DATE: . . . . . PROJ FISC YR: ..
DESCRIPTION: ..... PROJ FY START PRD: ..
ENTITY-WIDE PROJ NO: ..... REVENUE BUDGET IND: .
FHWA APPR CODE: ... FED ROUTE/SEC: ... .
FHWA PROJECT NUMBER: .....

BOND FUNDED AMT: ..... I/D: . PCT: .....
FED FUNDS AMT: ..... I/D: . PCT: .....
ENTITY FUNDS AMT: ..... I/D: . PCT: .....
OTHER FUNDS AMT: ..... I/D: . PCT: .....
TOTAL PROJ BUD AMT: ..... I/D: .
```

Screen Two (PJ)

```
FUNCTION: ..... DOCID: PJ .....
STATUS:          BATID: ... .. ORG: ....
FUNDS      CE      AUTH      AGRMT      BUDGET
SUBPROJ PHASE STATUS P/NP EDIT  PHASE PCT   DATE      DATE      AMOUNT      I/D
-----
                                JOB NUMBER      DESCRIPTION
                                -----
..      .      .      .      .      .....
..      .      .      .      .      .....
..      .      .      .      .      .....
..      .      .      .      .      .....
..      .      .      .      .      .....
..      .      .      .      .      .....
..      .      .      .      .      .....
..      .      .      .      .      .....
```

Coding Instructions

COMMAND AREA	See Chapter 4, "Document Processing," in the <i>ISIS/AFS Online Features Guide</i> for an explanation of the command area fields.
ACTION	Optional. Blank defaults to "E". Valid entries are: <div> <div>"E"</div> <div>(Original Entry) if this document is establishing a new project.</div> </div> <div> <div>"M"</div> <div>(Adjustment) if this document is modifying an existing project.</div> </div>
PJ DATE	Inferred. The current date entered for this document type on Date (DATE).
AGENCY	Required. Enter the applicable agency code for this PJ document. The code used must be a valid code on Agency (AGC2).
PROJ	Required. Enter the Project Number for this PJ document. This number is assigned by the responsible agency to represent the project. If establishing a new project (Action of E), the project number must not exist on Agency Project Inquiry (AGPR) for this agency. If modifying an existing project (Action of M), the project number must exist on Agency Project Inquiry (AGPR) for this agency.
PROJECT STATUS	Optional. Enter the overall status code for this project. Predefined project status codes include: <div> <div>"C"</div> <div>Closed</div> </div> <div> <div>"E"</div> <div>Ended</div> </div> <div> <div>"F"</div> <div>Finished</div> </div> <div> <div>"N"</div> <div>Non-Payable</div> </div> <div> <div>"O"</div> <div>Open</div> </div> <div> <div>"P"</div> <div>Pending</div> </div> The status code must be valid on Project Status Code (PRST).
PROJ MANAGER	Optional. Enter the name of the person responsible for the project.
START DATE	Required. Enter the project start date in MMDDYY format. This date contains the beginning date of the project (the date of inception) or the date on which activities can be charged to the project.
END DATE	Required. Enter the project end date in MMDDYY format. This date is the estimated last day of project activity. This date

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	must be greater than the START DATE.
PROJ FISC YR	Optional. Enter the project fiscal year in YY format. The project fiscal year contains the first state fiscal year for which the project is authorized.
DESCRIPTION	Optional. Enter a brief description to be associated with the project.
PROJ FY START PRD	Required. Enter the calendar month in MM format. This is the calendar month in which the state fiscal year associated with this project starts.
ENTITY-WIDE PROJ NO	Optional. Enter the umbrella number which joins a group of projects together. Use this field only when applicable.
REVENUE BUDGET IND	Leave blank. This field is not used by the State of Louisiana.
FHWA APPR CODE	Leave blank. This field is not used by the State of Louisiana.
FED ROUTE/SEC	Leave blank. This field is not used by the State of Louisiana.
FHWA PROJECT NUMBER	Leave blank. This field is not used by the State of Louisiana.
BOND FUNDED AMT FED FUNDS AMT ENTITY FUNDS AMT OTHER FUNDS AMT	<p>Optional. Enter the dollar amount of each source of funding. The expected dollar amount can be entered in one or more of the four following types of revenue:</p> <ul style="list-style-type: none"> - BOND FUNDED AMT - FED FUNDS AMT - ENTITY FUNDS AMT - OTHER FUNDS AMT <p>If modifying a previously established project, enter the amount for change over (under) the previous amount. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the original amount.</p> <p>Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.</p>
I/D	Required if the document is "M" and this is a decrease to the dollar amount associated with each source of funding.

PCT

TOTAL PROJ
BUD AMT

SUBPROJ

PHASE

STATUS

P/NP

FUNDS EDIT

Code the following:

"D" Decrease

Otherwise optional. A blank will default to "I".

Optional. The percentage associated with each source of funding. The percentage can be entered in one or more of the four following types of revenue:

- BOND FUNDED AMT
- FED FUNDS AMT
- GOVT FUNDS AMT
- OTHER FUNDS AMT

If entered, the percentage must contain five decimal places.

Required. Enter the unsigned net amount of all lines on the document. To compute this amount:

1. Add together all the increase amounts (the lines with "I" or blank in the I/D field.)
2. Add together all the decrease amounts (the lines with "D" in the I/D field.)
3. Subtract the smaller of these amounts from the larger, and enter the difference in the field for TOTAL PROJ BUD AMT.

Required. Enter the sub-project number for this PJ line. The sub-project number is assigned by the agency. A sub-project number can be used to identify a certain portion or all of the project. The sub-project number must exist on Sub Project Name (SPNT) for this agency.

Required. Enter the phase code for this PJ line. The code used must be valid on Project Phase (PRPH). A phase number can be used to identify a certain portion or all of the project.

Required. Enter the applicable project status code for this PJ line. The code used must be valid on Project Status Code (PRST). Valid values are "O" open and "C" closed.

Leave blank. This field is not used by the State of Louisiana.

Required. Enter the FUNDS EDIT indicator of "Y" for yes or "N" for no for this PJ line. The FUNDS EDIT indicator determines the level of control on the project budget line. A

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	"Y" indicates that documents are checked against the budget for available funds and documents will be rejected if the budget is exceeded. A "N" indicates that no edit will be done for available funds. Documents will not be rejected for insufficient budget in a project budget line.
CE PHASE PCT	Leave blank. This field is not used by the State of Louisiana.
AUTH DATE	Optional. Enter the date when documents (e.g., expense/expenditures) may be incurred against this specific sub-project/phase combination. If left blank, the system uses the project START DATE to determine if documents can be posted.
AGRMT DATE	Leave blank. This field is not used by the State of Louisiana.
BUDGET AMOUNT	Optional. Enter the budget amount for the project budget line. If modifying a previous project budget line amount, enter the amount of change over (under) the previous document. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the original amount. The sum of all budget amounts must equal the total budget amount on screen 1. Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.
I/D	Required if the document action is "M" and this is a decrease to the project budget line. Code the following: "D" Decrease Otherwise optional. A blank will default to "I".
JOB NUMBER	Leave blank. This field is not used by the State of Louisiana.
DESCRIPTION	Optional. Enter notes about the project line.

Coding Instructions

COMMAND AREA	See Chapter 4, "Document Processing," in the <i>ISIS/AFS Online Features Guide</i> for an explanation of the command area fields.
PX DATE	Inferred. The current date entered for this document type on Date (DATE).
ACCTG PERIOD	Optional. If left blank, the accounting period will default to the accounting period associated with the transaction date.
UNITS TOTAL	Required if units are entered on the Project Charges line in the field CHRG UNITS. The UNITS TOTAL field must equal the unsigned net amount of all lines with CHRG UNITS (increases and decreases). Do not code commas. The decimal point is optional, but will be placed by the system before the last two digits if not entered. Leave blank if no units are entered on a Project Charges line in the field CHRG UNITS.
DOCUMENT TOTAL	Required. Enter the unsigned net amount of all lines on the document. To compute this amount: <ol style="list-style-type: none"> 1. Add together all the increase amounts (the lines with "I" or blank in the I/D field). 2. Add together all the decrease amounts (the lines with "D" in the I/D field). 3. Subtract the smaller of these amounts from the larger.

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	and enter the difference in the field for DOCUMENT TOTAL.
FY	Required. Enter the budget fiscal year in YY format for this Project Charges line.
FUND	Required. Enter the fund code for this Project Charges line. The code used must be valid on Fund (FUN2).
AGCY	Required. Enter the applicable agency code for this Project Charges line. The code used must be valid on Agency (AGC2).
ORG	Leave blank. This field is not required with projects by the State of Louisiana.
SUB	Leave blank. This field is not required with projects by the State of Louisiana.
ACTV	This field is required when dictated by state policy. Otherwise, leave blank. (See the <i>OSRAP Policy and Procedures Manual</i> for a detailed explanation.)
FUNC	Leave blank. This field is not used by the State of Louisiana.
OBJ	Optional on Project Charges lines for which the amount is <u>not</u> calculated based on CHARGE CLASS and CHARGE UNITS. Enter the applicable object code for the Project Charges line as required for reporting purposes. If entered, the code used must be valid on Object (OBJ2). Leave blank on Project Charges lines for which the amount is calculated based on CHARGE CLASS and CHARGE UNITS.
SUB	Optional on Project Charges lines for which an object is coded. Enter the applicable subobject code for the Project Charges lines as required for reporting purposes. Leave blank on Project Charges lines for which an Object is <u>not</u> coded.
PROJ	Required. Enter the Project Number for this Project Charges line. The Project Number must exist on Agency Project Inquiry (AGPR) for this agency and on other project related tables.
SUB	Required. Enter the sub-project number for this Project Charges line. The Sub-Project number must exist on Project Budget Line Inquiry (PRBL) for this agency and on other project related tables.

PHASE	Required. Enter the phase code for this Project Charges line. The phase code must exist on Project Budget Line Inquiry (PRBL) for this agency and on other project related tables.
CHARGE CLASS	<p>Required if the CHARGE UNITS is entered. Otherwise, leave blank. Enter the applicable charge class (CHARGE CLASS) code for the Project Charges lines. If entered, the code used must be valid on Charge Class (CHRG).</p> <p>NOTE: The AMOUNT field can be calculated based on the CHARGE CLASS multiplied by the CHARGE UNITS.</p>
CHARGE UNITS	<p>Required if the charge class (CHARGE CLASS) field is entered. Otherwise, leave blank. Enter the number of charge units (CHARGE UNITS) for the Project Charges line. If entered, do not code commas. The decimal point is optional, but will be placed before the last two digits if not entered.</p> <p>NOTE: The AMOUNT field can be calculated based on the CHARGE UNITS multiplied by the CHARGE CLASS.</p>
AMOUNT	<p>Leave blank if the CHARGE CLASS and the CHARGE UNITS fields <u>are</u> completed. The AMOUNT will be calculated based on the CHARGE CLASS multiplied by the CHARGE UNITS. Required if CHARGE CLASS and CHARGE UNITS are <u>not</u> completed. Enter the dollar amount associated with this Project Charges line. Do not code a sign (+ or -); the increase/decrease indicator determines whether this is to be added to or subtracted from the amount currently posted.</p> <p>Do not code dollar signs or commas. The decimal point is optional, but two digits must be coded for cents.</p>
I/D	<p>Required if this Project Charges line is a decrease. Code the following:</p> <p>"D" Decrease</p> <p>Otherwise optional. A blank will default to "I".</p>